

LAKE COUNTY GENERAL FLEET VEHICLE REPAIRS & MAINTENANCE BID SPECIFICATIONS

Bid Opening Date: April 30, 2014, 11:00 a.m.

Bid Specifications Issued by:

Lake County Board of Commissioners

105 Main Street

Painesville, Ohio 44077

440.350.2745

LEGAL NOTICE

Sealed bids will be received by the Board of Lake County Commissioners, in the office of said Commissioners located in the Lake County Commissioners Chambers, 105 Main Street, Painesville, Ohio until 11:00 a.m. on April 30, 2014.

Immediately following, bids will be opened as provided by law for "**Lake County General Fleet Vehicle Repairs and Maintenance**" for County owned vehicles in accordance with specifications now on file in the Lake County Commissioners Office, 105 Main Street, Painesville, Ohio for all prospective bidders.

Bidders shall note that the rules and regulations on Equal Employment Opportunity shall be made a part of the contract. All bids shall be filed in a sealed envelope marked "Lake County General Fleet Vehicle Repairs & Maintenance" by the time and place specified. A bid bond, certified check or cashiers check made payable to Lake County Commissioners, in the amount of one-hundred dollars (\$100), must accompany each bid. **The Board of County Commissioners reserves the right to reject any and all bids.**

Bidders may also access this Legal Notice to Bidders via the internet at www.lakecountyohio.org, click on **Legal Notices to Bidders** on the left side to link to the Legal Notices site or at the State of Ohio website at www.publicnoticeohio.gov

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Questions pertaining to this document should be directed to:

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Lake County Commissioners:

Daniel P. Troy, President

Robert E. Aufuldish

Judy Moran

I. GENERAL INFORMATION TO BIDDERS

- A. Lake County, hereinafter referred to as "County", is hereby requesting bids from local motor vehicle repair companies, hereinafter referred to as "Vendor", to perform full-service repairs on various vehicles owned by the Board of County Commissioners. Bids will be accepted for:

1. **Passenger Vehicles**
2. **Light/Medium Duty Trucks, SUV's, and Vans**

The Lake County Commissioners, and the multiple departments under their direction strive providing optimal services to the citizens of Lake County. As such, the successful vendor must understand the importance of the fleet maintaining constant services, in some instances twenty-four hours a day and seven days a week. Consequently, the selected vendor must agree to prioritize all services rendered to the County the arrival of any member of the agency requiring repairs or maintenance to minimize uninterrupted services to the public.

Please refer to Appendix A and B for current fleet listing as noted above. This list is subject to change due to additions and deletions to the County's vehicle fleet. Any vehicles added to the contract shall be offered the same bid prices as in the original bid.

- B. All work and materials must be guaranteed and be acceptable to the County. When requested, the Vendor shall also supply the County with parts warranty information. The Vendor will be fully responsible for any damage to or loss of County equipment while in the Vendor's possession or under the Vendor's control. Prior to awarding a bid, the successful bidder shall show proof of Workers' Compensation coverage for its employees, a general liability policy in an amount not less than \$500,000 per occurrence, and sufficient property insurance to cover the loss of any County vehicle or property while in the possession of the Vendor.

Contract agreements corresponding to successful bid(s) shall be for the period of **June 1, 2014** through **May 31, 2015**, with an option to renew for one additional year. Said option shall be agreed to in writing by both parties.

- C. The Vendor must demonstrate the ability to make the majority of needed repairs in-house without relying on outside companies for subcontracting. The vendor shall provide the required services and will not subcontract or assign the services without the prior written approval of the Fleet Manager.

The County reserves the right to approve or reject the use of outside subcontractors by the Vendor. All outside subcontracting shall be billed to the County at cost, without mark-up. Copies of subcontracted invoices will be provided to the County with the Vendor's invoice.

- D. It is the responsibility of the Vendor to have sufficiently trained, certified technicians available to rapidly process **all** vehicles in need of repairs or service.

Preventative maintenance and general service work as noted in Section II on all vehicles shall be completed with 2 hours of a regularly scheduled appointment. The pricing for emergency vehicles shall be the same for the non-emergency vehicles.

If any vehicle cannot be serviced or the repair work sufficiently commenced within one (1) hour following receipt of the vehicle by the Vendor, the appropriate County Fleet Manager shall be notified by the Vendor. In cases where the Vendor cannot meet the aforementioned requirement, the County reserves the right to take the vehicle to an alternate vendor in order to quickly facilitate the repair.

The successful bidder shall have access to the necessary parts inventory for unforeseen repairs to patrol vehicles, including but not limited to batteries, lights, flat tires and windshield wipers. These types of repairs should be completed upon immediate arrival of the vehicle.

The County will not be responsible for any overtime charges incurred in meeting the service and repair requirements.

In the event any repair requires that a vehicle be kept overnight at the vendors repair facility, the vendor must secure the vehicle and place the vehicle in a secure area.

- E. The vehicles covered under this specification are based primarily in Painesville, Ohio but service areas span the entire County. The County will take into consideration, during evaluation of bids, the location of the Vendor's maintenance facility(s) relative to the base locations of the County's vehicles. The vendor shall submit the location(s) in which services will occur. The County will calculate the labor hours required to pick up and drop off vehicles at the Vendor's facility as a factor in the determination of low bid.
- F. The Vendor must have the ability to service and repair tires. The Vendor is required to obtain tires through the state purchasing program or at below state purchasing cost. A reconciled tire inventory must be coordinated with the Lake County Fleet Manager and be available upon request.
- G. The Vendor must have the ability to service and repair all vehicle computer components with on-site testing equipment and trained certified technicians.
- H. The Vendor may include the tire disposal fee on invoices to the County. Each bidder must also demonstrate that programs are established for recycling of both used motor oil and antifreeze. In addition, equipment must be available on site to properly store and recycle air conditioning refrigerant. The County shall have the right to inspect the Vendor's facility at any time during regular business hours to ensure compliance with these requirements.
- I. Written quotations may be requested for any repairs in excess of \$250. For specialty repairs beyond the scope of this contract, the County reserves the right to take the vehicle to an alternate vendor, if in the opinion of the County, the estimated cost is excessive or the vendor lacks the time or expertise to facilitate repairs. **Authorization from the Fleet Manager is required for all repairs in excess of \$500.**

- J. If a standard parts or labor warranty exists, the contractor(s) will supply a minimum warranty of 4,000 miles or 90 calendar days on all labor and parts services.
- K. The Vendor, with consent from the Fleet Manager shall coordinate all warranty work with local new car dealers.
- L. The County, as a political subdivision, is qualified to receive government fleet discounts on many of the replacement parts required for County vehicle repairs. At the County's option, the Vendor may be required to obtain parts under these discount programs, or match the pricing of the state contract, when possible in order to assist the County in its cost control efforts. Where applicable, the County may order direct from supplier and drop ship to the vendor.

II. SCOPE OF SERVICES TO BE PERFORMED

- A. Preventive Maintenance and General Service** The Vendor shall conduct a Preventive Maintenance Inspection of each County vehicle. The purpose of this program is to ensure a thorough inspection of all vehicle systems in an effort to eliminate or mitigate the possibility of a mechanical breakdown.

General Service shall include oil changes with the manufactured specifications for quarts of oil (gasoline engines), chassis lubrication, oil filter changes, all fluid top offs and tire pressure adjustments. As noted in Appendix C, the bid/contract amount for this service shall include a flat rate that includes labor and required materials. The goal of this program is to significantly reduce the demand for repairs or breakdowns between scheduled maintenance intervals.

- B. General Maintenance and Repairs** - Shall be performed as required, including the repair or replacement of those items found to be worn or near failure during the Preventive Maintenance Inspection and General Service. Some examples of the types of services to be included in this category are tune-ups (including electronic), replacement of belts, hoses, batteries, turn signals, beacons, electrical system, headlights, and taillights; minor repairs to engines, chassis, struts, gas tanks, springs, shocks, exhaust system, brake system, radiators, heater cores, air conditioning repairs, alternators, starters, fuel pumps, and water pumps.
- C. Specialty Repairs** - Shall be performed as required and authorized.

III. QUALITY ASSURANCE

- A. Vendor must have been in the business of vehicle maintenance and repair services for the period of three years.
- B. Vendor shall identify its employee who will have the authority to resolve any disputed service issues with the County. The Vendor shall also identify an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.
- C. All vendor mechanics working on County vehicles shall be at a minimum ASE master certified technician in the particular area of repair. Contractor(s) shall provide evidence of such certification as part of its bid submittal.
- D. Vendor supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.
- E. Vendor will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior written approval of the fleet manager.
- F. When making written service estimates, the vendor shall use the published industry standards found in the All Data Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of the service time listed in the All Data Manual must have prior written approval of the Fleet Manager before any work is authorized to proceed.
- G. Vendor shall provide all parts at a discounted rate. Vendor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.
- H. If the vendor offers the public any special pricing that is lower than the County's bid price, the vendor must provide the lower price.

IV. REPORTING REQUIREMENTS

- A. Work orders/invoices shall be produced in triplicate by the service facility and/or subcontracting facility and shall include the following information: vehicle make, year, model, VIN number, mileage, license plate number, county department, date of service, invoice number, invoice total cost, and driver's signature.

All services performed, parts and/or fluids shall be itemized on each work order/invoice. One copy of the completed work order/invoice shall be provided to the driver at the time the Vendor releases said vehicle; the original shall be incorporated into the billing statement as referenced below. The Vendor shall provide a copy of the flat rate manual used for invoicing and repair. The County may request that the Vendor supply the County with a list of parts suppliers that will be used to obtain parts and supplies used to perform contract work and may also be asked to provide the County with current price sheets for scheduled maintenance and wear items (e.g., brake linings, spark plugs, filters). The Vendor shall not include shop supplies, environmental fees or surcharges, with the exception of tire-disposal, on invoices to the County.

- B. Statements shall be sent not more than once every two (2) weeks. At the end of each billing period, the repair facility shall provide the County a statement, the original of each fully itemized work order/invoice, to the attention of Fleet Manager for payment of services rendered. The County of Lake is TAX EXEMPT, and will provide a tax exempt certificate upon request to the Vendor.
- C. The Lake County Fleet Manager will be responsible for administering the contract and is the primary contact for the vendor.

V. PROGRAM EVALUATION

On a periodic basis, the County reserves the right to have the performance of the contract evaluated in the following areas:

- I. General Maintenance (GM) Service days past due- This measurement allows the County to measure the responsiveness of the Vendor, in terms of number of days, to the requests of County departments to perform GM services and inspections. The County recognizes that the cooperation of County departments in the scheduling of this service is a factor in this evaluation process.
2. Shop repair percentage- This measurement is a gauge of the Vendor's efficiency in conducting the County's preventive maintenance program. It is estimated that PM and GM repairs, those repairs performed during a preventive maintenance service, should comprise 65 to 70 percent of the total repairs to County vehicles.

Any evaluations conducted will be kept on file by the County and will be reviewed to determine performance of the Vendor. **This contract may be canceled by the County, for just cause, including poor evaluation, with a fourteen (14) day written notice to the Vendor. Such notice shall be by certified mail.**

VI. EVALUATION CRITERIA

- A. Pricing (30%).
- B. Experience (30%): Review of references and quality assurance requirements described above.
- C. Ability to Perform (40%): Size and number of vendor's facility, number of mechanics, number of service bays, mechanic certifications, ability to secure vehicles overnight and ability to provide monthly reporting.

The County reserves the right to award a contract to more than one company.

LIST OF ATTACHMENTS

Appendix A- Passenger Vehicle Fleet

Appendix B- Light duty, Medium duty, SUV's, Vans Vehicle Fleet

Appendix C- Cost and Conditions Matrix

Appendix D- Service Frequency and Fixed Cost Matrix

Appendix E- Vendor Qualification Sheet

Appendix F- Delinquent Personal Property Statement

Appendix G- Non-collusion Affidavit

Appendix H - Affidavit of Compliance with Ohio Revised Code Section 3517.13

APPENDIX A – PASSENGER VEHICLE FLEET

<u>VEHN #</u>	<u>DESCRIPTION</u>	<u>YR-MAKE-MODEL</u>	<u>SERIAL NUMBER</u>	<u>ODO</u>
<i>(GARAGE) (POOL)</i>				
P006	CHEVY IMPALA	02/CH/IMPL	2G1WF55KX29325711	114184
P009	FORD TAURUS	03/FRD/TAU	1FAFP53U03A222561	85082
P010	CHEVY MALIBU	13/CHEV/MA	1G11C5SA1DF289321	4593
P012	BUICK CENTURY	04/BUK/CEN	2G4WS52J441252962	67747
P014	BUICK CENTURY	03/BUK/CEN	2G4WS52JX31148670	80460
 <i>TREASURER DEPT</i>				
TR40	BUICK CENTURY	03/BUK/CEN	2G4WS52J831148361	69141
 <i>COMMISSIONERS</i>				
C001	CHEVY MALIBU	12/CHEV/MA	1G1ZA5EU8CF395410	10994
C003	CHEVY IMPALA	07/CH/IMPL	2G1WB58K479399642	89404
 <i>BUILDING INSPECTION DEPT.</i>				
B046	BUICK CENTURY	02/BUICK/C	2G4WS52J321167026	68840
B047	FORD TAURUS	05/FRD/TAU	1FAFP53215A310813	123103
B048	FORD TAURUS	05/FRD/TAU	1FAFP53205A188090	137877
B049	FORD TAURUS	06/FRD/TAU	1FAFP53246A253279	57855
 <i>NARCOTICS/PHARMACY</i>				
N785	HONDA ACCORDS	11/HONDA/A	1HGCP2F37BA056389	23346

N786	HONDA ACCORDS	11/HONDA/A	1HGCP2F34BA044037	24517
N788	FORD FUSION	13/FORD/FU	3FA6P0H79DR168335	14737
N789	FORD FUSION	13/FORD/FU	3FA6P0H73DR139574	9718

NARCOTICS

N764	CHEVY IMPALA	02/CH/IMPL	2G1WF55K429327115	91363
N776	CHEVY IMPALA	06/CH/IMPL	2G1WS551869363477	85243
N777	CHEVY IMPALA	07/CH/IMPL	2G1WB58K279267740	124550
N778	CHEVY IMPALA	07/CH/IMPL	2G1WB58K979260610	76530
N780	CHEVY IMPALA	08/CH/IMPA	2G1WB58K781226844	84754
N781	HONDA ACCORDS	09/HONDA/A	JHMCP26389C006886	89418
N782	HONDA ACCORDS	09/HONDA/A	1HGCP26369A053056	97690
N783	CHEVY MALIBU	09/CHEV/MA	1G1ZH57B99F256659	73700
N787	FORD FUSION	12/FRD/FUS	3FAHP0HA7CR168871	16246
N790	CHEVY MALIBU	09/CHEV/MA	1G1ZG57BX9F228114	105956

EMERGENCY MANAGEMENT AGENCY

E506	FORD TAURUS	05/FRD/TAU	1FAFP53225A269009	57963
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TELECOMMUNICATION DEPT

T025	CHEVY MALIBU	12/CHEV/MA	1G1ZA5EU5CF347251	21053
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PROSECUTORS

PR01	CHEVY IMPALA	06/CH/IMPL	2G1WS551969360216	119676
PR03	CHEVY IMPALA	07/CHEVY/I	2G1WB58K979385106	69883

MAILROOM

M065	CHEVY LUMINA	99/CH/LUMI	2G1WL52M5X9176517	63620
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INFORMATION TECHNOLOGY

IT02	BUICK CENTURY	02/BUK/CEN	2G4WS52J821165935	55754
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ADULT PROBATION

AP01	CHEVY IMPALA	10/CH/IMPA	2G1WD5EM6A1119273	40225
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JOB & FAMILY SERVICES

FS16	BUICK CENTURY	04/BUK/CEN	2G4WS52J241249266	63566
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FS17	BUICK CENTURY	04/BUK/CEN	2G4WS52J241248179	61054
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FS18	BUICK CENTURY	04/BUK/CEN	2G4WS52J441251682	61195
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FS24	BUICK CENTURY	04/BUK/CEN	2G4WS52J841249711	67945
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W014	BUICK CENTURY	03/BUK/CEN	2G4WS52J231148968	90482
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UTILITIES (SEWER DIVISION)

059U	CHEVY MALIBU	10/CHEV/MA	1G1ZA5E07AF276693	23000
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UTILITIES (SEWER/INSPEC/ENG)

002U	CHEVY LUMINA	00/CH/LUM	2G1WL52JXY1330192	68090
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018U	CHEVY IMPALA	08/CH/IMPL	2G1WB58K781282086	17733
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024U	CHEVY LUMINA	97/CH/LUM	2G1WL52MXV1139779	98811
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UTILITIES/ADMINISTRATION

022U	CHEVY IMPALA	10/CH/IMPA	2G1WD5EM7A1118617	48040
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105U	FORD 500	07/FORD/50	1FAHP24177G152328	35124
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UTILITIES (ADMI-SAFETY)

003U	FORD FUSION	00/CH/CAV	1G1JF5246Y7439151	64262
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UTILITIES (WATER/WEST DISTRIBUTION)

039U	DODGE INTREPID	96/DOD/INT	1B3HD46T4TF156481	57274
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UTILITIES (WATER/WEST PLANT)

005U	CHEVY MALIBU	02/CH/MALI	1G1ND52JX2M725459	82126
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025U	CHEVY MALIBU	10/CHEV/MA	1G1ZA5E01AF191655	33634
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UTILITIES (WATER/EAST PLANT)

028U	FORD TAURUS	04/FR/TRUS	1FAFP52U34A202503	66771
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UTILITIES (WATER ENG. 1E)

040U	CHEVY MALIBU	13/CHEV/MA	1G11D5SR8DF339263	4616
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APPENDIX B- LIGHT DUTY, MEDIUM DUTY, SUV'S, VANS FLEET

<u>VEHN #</u>	<u>DESCRIPTION</u>	<u>YR-MAKE-MODEL</u>	<u>SERIAL NUMBER</u>	<u>ODO</u>
<i>(GARAGE) (POOL)</i>				
P005	GMC/CHEVY 4X4	00/GMC/4X4	1GTGK24R7YR185488	68793
P021	GMC/CHEVY 4X4	90/CH/4X4	1GKEV18K1LF516179	8230
P090	GMC/CHEV 1T PU	01/CH/1TWR	3GBKC34G71M114976	19602
P091	GMC/CHEVY 4X4	97/GMC/4X4	1GTGK24R6VE517679	87766
P094	FORD 4X4	08/FRD/4X4	1FTNF21598EE26696	25742
<i>AUDITORS W&M</i>				
A051	FORD 1/2 TON P	08/FRD/.5T	1FTVX12528KD94343	37248
A052	GMC/CHEV 2T UV	03/GMC/UVA	1GDJC39G83E156397	105740
<i>AUDITORS (REAL ESTATE)</i>				
A044	GMC/CH. MINI V	08/CH/UPLA	1GNDV13W08D152266	69090
A045	GMC/CH. MINI V	06/CH/MVAN	1GN DU23L66D209968	93384
A046	GMC/CH. MINI V	08/CH/UPLA	1GNDV13W08D152588	43939
A049	GMC/CH. MINI V	06/CH/MVAN	1GN DU23L46D168322	83437
<i>BD OF ELECTIONS</i>				
BE61	GMC/CHEVY 1T V	04/CH/PVAN	1GAHG39U641161600	119185
<i>BUILDING INSPECTION DEPT.</i>				
B045	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB3ED747453	330

BUILDING & GROUNDS

BG02	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB1ED747452	240
BG04	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL6DDA07922	9047
BG05	FORD 1 TON DUM	08/FRD/1TD	1FDWF36548EC21771	27522
BG06	FORD 1TON VAN	07/FRD/1TV	1FTSE34L97DB34265	52676
BG10	GMC/CHEVY 1T V	05/CH/1TVA	1GCHG35V751209225	59440
BG11	GMC/CH. MINI V	04/CH/MINI	1GNDU03EX4D224251	145013
BG12	GMC/CANYON	04/CH/COLO	1GCDT196X48171979	145898
BG14	GMC/CHEVY 1T V	99/GMC/1TV	1GTHG35RXX1034829	98852
BG15	FORD 1TON VAN	14/FRD/1TV	1FTNE2EWXEDA28260	818
BG16	DODGE 3/4 TON	03/DOD3/4P	3D7KA26D43G720192	109788
BG17	GMC/CHEVY 1T V	01/CH/1TVA	1GCHG35R311194302	110217
BG20	FORD 3/4 TON P	05/FRD/75T	1FTNF20535ED07247	71825
BG22	FORD 1TON PICK	08/FORD/1T	1FTNX20528EE26795	70492
CP41	GMC/CHEVY 1T V	02/CH/1TVA	1GAHG35R221134618	146226

CENTRAL PURCHASING

CP43	GMC/CHEVY 1T V	04/CH/ITVA	1GBJG31U141116346	115723
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CRIME LAB

CL06	FORD EXCURSION	01/FRD/ECU	1FMNU41S31ED29955	12042
CL08	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K18C222969	30610

DOG SHELTER

BG21	GMC/CHEV 3/4T	86/GMC/75P	1GTFC24H2GF701952	36100
D500	FORD 4X4	06/FRD/4X4	1FMEU72E36UB54288	105627
D504	GMC/CH. MINI V	04/CH/MVAN	1GCDM19X94B129974	132003
D505	GMC/CHEVY .5T	07/CH/5TPU	3GCEC14VK7G152379	50790
D507	GMC/CH. MINI V	05/GMC/MVA	1GTDM19X058504331	130469

EMERGENCY MANAGEMENT AGENCY

E500	GMC/CHEV 2T UV	93/CH/2TUT	1GBHC34KXPE244831	26799
E501	FORD 4X4	05/FRD/EXP	1FMZU72K35UB35228	97512

JOB & FAMILY SERVICES

FS15	FORD 4X4	06/FRD/EXP	1FMEU73E26UB38162	217687
FS30	DODGE CARAVAN	10/DODGE/C	2D4RN4DE3AR133142	103291
FS32	GMC/CHEVY 1T V	10/GMC/1TP	1GJZGPDGXA1100257	28907

JUVENILE

AL63	FORD 1TON VAN	03/FRD/1TV	1FBSS31S23HB09655	54643
J082	GMC/CH. MINI V	08/CHEV/UP	1GNDV23W38D202762	44544
J088	GMC/CH. MINI V	08/UPLANDE	1GNDV23W58D130463	52720
J085	GMC/CH. MINI V	08/CH/UPLA	2GNDV23W08D202881	53236

LOSS CONTROL DEPT.

LC01	GMC/CHEV S-10	01/GMC/S10	1GTCS14W818222560	71755
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NARCOTICS

N701	GMC/CHEV 3/4 V	86 GMC VAN	1GTEG25H8G7500548	15142
N740	GMC/CHEV .5T V	95/CH/5TVA	1GTDG15H7SF558171	75470
N759	GMC/CHEVY 1T V	01/CH/1TVA	1GCHG35R311185003	16188
N769	FORD 1/2TON VA	03/FRD/5TV	1FMRE11L73HB21813	108628
N774	FORD 4X4	05/FRD/EXP	1FMZU72K85UB29389	93625
N779	FORD 4X4	08/FRD/EXP	1FMEU73E98UA13498	111359
N784	FORD 4X4	10/FRD/EXP	1FMEU7DE7AUB02622	26751
N791	FORD 4X4	13/FRD/1TP	1FTEX1EM9DKF43960	1

STORMWATER MANAGEMENT

ST02	FORD 4X4	13/FRD/EXP	1FM5K8B81DGC53158	7528
ST04	GMC/CHEVY .5T	13/GMC/4X4	1GTR2TEA6D2337200	13917

TELECOM (RADIO)

T001	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K88C222967	45281
T019	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K88C222970	67094
T022	FORD 4X4	13/FRD/EXP	1FM5K8B89DGA99816	16138
T046	FORD 4X4	14/FORD/4X	1FTRF3B67EEA60862	3348

TELECOMMUNICATION DEPT

T043	GMC/CHEVY 1T V	00/GMC/1TV	1GTHG35R0Y1164703	101200
T044	TRANSIT CONNEC	13/TRANCON	MN0LS7AN8DT150644	4434
T045	TRANSIT CONNEC	13/TRANCON	NM0LS7AN9DT154220	7740
T063	GMC/CHEVY 1T V	97/GMC/1TV	1GTHG35R0V1013680	134821

PROSECUTORS

PR02	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED627728	3992
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UTILITIES (SEWER DIVISION)

001U	CHEVY TV TRUCK	87/CH/1TPU	1GDKP32M2H3502228	55418
006U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL1CDB17694	18754
007U	FORD 1 TON DUM	06/FRD/1DT	1FDWF36536ED96414	99251
008U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED639546	3462
011U	FORD 1 TON DUM	01/FRD/1TD	1FDXF46F11ED00808	31116
013U	GMC/CHEVY 1T V	00/CH/1TVA	1GCHG35R1Y1131502	100597
014U	GMC/CHEV S-10	02/GMC/SON	1GTCS14W128230114	67164
019U	GMC/CHEVY 1T V	02/GMC/1TV	1GTHG35R321218261	113239
021U	GMC/CHEV S-10	99/GMC/S10	1GTCS14X1XK518976	94745
030U	GMC/CHEVY 4X4	13/GMC/4X4	1GT322CG1DZ128681	25087
032U	GMC/CHEV S-10	99/GMC/S10	1GTCS14X3XK518834	113040
034U	FORD 1/2 TON P	09/FRD/5T/	1FTPF12VX9KC22235	37666
036U	GMC/CHEV 3/4T	05/GMC/4X4	1GTHK24U65E281706	123959
037U	FORD 3/4 TON P	07/FRD/3/4	1FTNF205X7EA02671	88690
038U	FORD 4X4	08/FRD/4X4	1FTNF21528EC38683	121517
041U	FORD 4X4	12/FORD/4X	1FTBF2B68CEC32535	5648
047U	GMC/CHEV 3/4 V	07/GMC/3/4	1GTGG25V571190425	46765
050U	FORD 1TON VAN	10/FORD1TV	1FTNE1EW8ADA87974	39763
053U	GMC/CHEV 3/4 V	05/GMC/1TV	1GTHG35V051215674	100121
054U	FORD 1TON VAN	13/FRD/1TV	1FDXE4FS9DDA98343	2680
064U	GMC/CHEV 2T UV	05/GMC/2TU	1GDE4C1E65F528521	15438
066U	FORD 4X4	08/FRD/4X4	1FTRF14W88KD70073	30835

069U	GMC/CH. MINI V	07/CH/UPLA	1GNDV13W37D183946	74149
070U	GMC/CHEVY 4X4	05/CH/S10B	1GNDT13X95K120194	76480
079U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL3CDB17695	15130
083U	GMC/CHEVY 1T V	08/CHEV/1T	1GCGG25C881218007	54500
085U	FORD 4X4	04/FRD/4X4	1FTNF21S14ED21165	81836
090U	GMC/CHEV S-10	02/CH/S10	1GTCS19W028212454	130421
100U	FORD 4X4	14/FORD/PU	1FTBF2B64EEA68087	3892
115U	FORD 1TON VAN	04/FRD/1TV	1FTSE34L64HB33238	86817
117U	GMC/CHEVY 1T V	00/CH/1TVA	1GCHG35R1Y1266236	78209
120U	GMC/CHEVY 4X4	07/CH/4X4P	1GCHK34U27E121251	105796
121U	FORD 1TON VAN	09/FRD/1TV	1FTSE34L29DA74185	37475

UTILITIES (SEWER/INSPEC/ENG)

072U	GMC/CH. MINI V	07/CH/UPLA	1GNDV13W47D184099	70128
075U	GMC/CH. MINI V	07/CH/UPLA	1GNDV13W07D183998	51333
088U	GMC/CHEV S-10	03/CH/S10	1GCCS14X738281644	90544

UTILITIES (SOLID WASTE DIV.)

045U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED639522	1892
056U	FORD 4X4	12/FORD/4X	1FTBF2B6XCEC32536	7673
123U	GMC/CHEVY 4X4	07/CH/4X4P	1GCJK34U87E125371	44402

UTILITIES (WATER/WEST DISTRIBUTION)

009U	FORD 1/2 TON P	09/FRD/5T/	1FTRF12W69KC22234	58947
010U	GMC/CHEV 2T UV	01/CH/2TUT	3GBKC34F71M114970	114899
012U	FORD 1/2TON VA	12/FRD/5TV	1FTNE1EW3CDB17692	20162

015U	FORD 1/2TON VA	12/FRD/5TV	1FTNE1EW5CDB17693	26719
023U	GMC/CANYON	07/GMC/CAN	1GTCS149878207348	94776
031U	GMC/CANYON	07/GMC/CAN	1GTCS149578206674	72710
035U	GMC/CHEV 3/4 V	05/GMC/5TV	1GTFG15T751211910	148068
042U	FORD 3/4 TON P	08/FRD/3/4	1FTNF20518ED99303	150611
044U	GMC/CHEV 2T UV	01/CH/2TUT	3GBKC34F51M114983	73621
060U	FORD 1TON PICK	11/FRD/1TP	1FTBF2A68BEB42088	60364
062U	FORD 1TON PICK	04/FRD/1TP	1FTSF30LX4EC69540	89351
071U	GMC/CHEVY .5T	07/CH/2TPU	3GCEC14V67G152380	107160
073U	FORD 2TON UVAN	14/FORD/F5	1FDUF5GT4EEA43274	18
076U	FORD 1 TON DUM	08/FRD/1TD	1FDXF46R28EE12392	30274
094U	FORD 2TON UVAN	06/FRD/2TV	1FDXF46P76EC37083	51167
095U	FORD 1TON PICK	03/FRD/1TP	3FTSF30L53MB43708	145092
096U	FORD 1/2 TON P	02/FRD/5TP	1FTRF17WX2NB61564	101681
103U	FORD 1TON VAN	09/FRD/1TV	1FTSE34L79DA69855	50390

UTILITIES (WATER/WEST PLANT)

020U	JEEP LIBERTY	03/JEEP/LI	1J4GL48KX3W689186	103259
033U	GMC/CHEVY 1T V	05/GMC/1TV	1GTHG35V851211937	75729
048U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL1DDA07925	23543
068U	GMC/CHEVY 4X4	09/GMC/4X4	1GTEK140X9Z234462	81707
091U	FORD 1/2 TON P	04/FRD/5TP	2FTRF17294CA79122	57905
092U	FORD 3/4 TON P	05/FRD/75T	1FTNF20535ED07245	133681
098U	GMC/CHEVY 4X4	09/GMC/4X4	1GTEK14059Z235096	71483
102U	FORD 1TON PICK	04/FRD/1TP	1FDNF20P24ED21166	142319
106U	FORD 1TON VAN	09/FRD/1TV	1FTSE34L59DA69854	87773

110U	FORD 1TON VAN	04/FRD/1TV	1FTSE34L44HB33237	165921
118U	FORD 4X4	14/FORD/PU	1FTBF2B66EEA68088	5239

UTILITIES (WATER/EAST DISTRIBUTION)

016U	FORD 1 TON DUM	07/FRD/1TD	1FDXF46P77EA02622	23083
017U	FORD 1T UTIL.T	12/FRD/1TU	1FDUF5GTXCEC99013	3417
027U	FORD 1 TON DUM	03/FRD1TDM	1FDXF46P43ED28095	61622
043U	FORD 1TON PICK	05/FRD/1TP	1FTWF30555ED07244	96218
049U	FORD 4X4	08/FRD/4X4	1FTNF21528EE15961	33822
065U	FORD 1TON VAN	13/FRD/1TV	1FTNE2EW7DDB29061	4163
081U	FORD 1T UTIL.T	13/FRD/2TU	1FDRF3GTXCEC95876	14011
119U	FORD 1TON PICK	03/FRD/1TP	3FTSF30L73MB43709	154364

UTILITIES (WATER/EAST PLANT)

109U	GMC/CHEVY .5T	05/GMC/5TP	1GTEC14X05Z279964	42369
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UTILITIES (WATER ENG. 1E)

004U	JEEP LIBERTY	04/JEEP/LI	1J4GL48K34W280304	41054
052U	GMC/CHEV S-10	99/GMC/S10	1GTCS14XXXK518698	114455
078U	GMC/CH. MINI V	08/UPLANDE	1GNDV13W18D133015	58355
099U	FORD 1/2 TON P	09/FRD/5T/	1FTRF12W49KC22233	39511
101U	GMC/CHEVY .5T	07/CH/2TPU	3GCEC14V37G151509	43644
104U	GMC/CHEVY .5T	07/CH/2TPU	3GCEC14V27G153588	5333

APPENDIX C – COST AND CONDITIONS

	<i>PASSENGER FLEET</i>		<i>LIGHT, MEDIUM DUTY, SUV's, VANS</i>	
Schedule Preventative Maintenance and General Service	Labor per Hour	Material Cost	Labor per Hour	Material Cost
<u>Service A</u> : 6 months or 4,000 miles Service	\$	\$	\$	\$
<u>Service B</u> : 12 months or 8,000 miles Service	\$	\$	\$	\$
<u>Service C</u> : 24 months or 12,000 miles Service	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,C)	\$	n/a		n/a
Replacement Dealer Parts Discount (not included in Service A,B,C)	n/a		n/a	%
Replacement None Dealer Parts Discount (not included in Service A,B,C)	n/a	%	n/a	%

Conditions:

- Prices or the services listed above must include all labor and material needed to complete the services specified.
- Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
- All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case-by-case basis.
- Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
- A service reminder sticker is required with each service.
- Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be fiat rate time according to industry standard repair times.
- Unless otherwise specified and/or agreed to, a standard 120-day or 4,000 mile warranty will be required on all labor and materials.

APPENDIX D – SERVICE FREQUENCY FIXED COST MATRIX

		Service A 6 month	Service B 12 month	Service C 24 month	Service D 48 month	Service E 60 month
		4,000 miles	8,000 miles	12,000 miles	30,000 miles	60,000 miles
1	Change Engine Oil	X	X	X	X	X
2	Change Engine Oil Filter	X	X	X	X	X
3	Check Air Filter Condition	X	X	X	X	X
4	Check and Adjust Drive Belts	X	X	X	X	X
5	Check Battery Electrolyte Level, Needed; Clean And Tighten	X	X	X	X	X
6	Check Brake Fluid Level	X	X	X	X	X
7	Check Brake Pads, Shoes,	X	X	X	X	X
8	Check Breather Condition	X	X	X	X	X
9	Check Drive Train Fluid Levels Transfer case, Differential)	X	X	X	X	X
10	Check Engine Compartment Needed	X	X	X	X	X
11	Check Engine Cooling System,	X	X	X	X	X
12	Check Exhaust System	X	X	X	X	X
13	Check Front And Rear Shocks Leakage	X	X	X	X	X
14	Check Exterior & Interior Lights Items For Correct Operation	X	X	X	X	X
15	Check Power Steering Fluid	X	X	X	X	X
16	Check Tire Pressure And	X	X	X	X	X
17	Check Windshield Wiper Washer Solvent level, Fill as needed	X	X	X	X	X
18	Lubricate Chassis/CV boots	X	X	X	X	X
19	Lubricate Steering Linkage	X	X	X	X	X
20	Check Front Brake Pads, Rotors		X	X	X	X
21	Check Rear Brake Shoes,		X	X	X	X
22	Rotate Tires (4 Way R Front To Back	X	X	X	X	X
23	Air Filter- Replace			X	X	X
24	Check Headlight Alignment			X	X	X
25	Check Parking Brake Operation	X	X	X	X	X
26	Lubricate Door Latches, Locks	X	X	X	X	X
27	Fuel Filter- Replace			X	X	X
28	Transmission- Change Fluid,			X	X	X
29	Check Air Condition System, Compressor Operation Where Applicable					X

Please quote the estimated waiting time for each of the above services:

Service A: _____ hours

Service B: _____ hours

Service C: _____ hours

Service D: _____ hours

Service E: _____ hours

Please quote the latest time in the day that services requested can be completed that day:

Service A: _____

Service B: _____

Service C: _____

Service D: _____

Service E: _____

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	PASSENGER FLEET		LIGHT, MEDIUM DUTY, SUV's, VANS	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

APPENDIX E – VENDOR QUALIFICATION SHEET

1. Name of Company:
2. Address:
3. Primary Contact:
 Phone Number:
 Fax Number:
 Email:
4. Contact designated to handle contract disputes or services issues (if different from #3):
5. Number of years the company has been in the business of vehicle and maintenance repair services:
6. Facility Description:

Location of Facility <i>(List all locations if multiple facilities exist within County)</i>	Hours of Operation	# of employees	# of mechanics	# of bays

7. Provide employee certifications and company certifications for providing the required services.

8. Provide three (3) references from current corporate or public sector customers with similar fleet sizes:

Name and Business	Address	Phone #	Email

9. Are you able to secure vehicles overnight?
10. What services cannot be immediately performed by your staff onsite? (be specific)
11. Are you able to meet the reporting requirements as noted in Section IV?
12. Do you provide valet service? If so, what are the costs of limitations?

APPENDIX F - DELINQUENT PERSONAL PROPERTY STATEMENT

_____, having been awarded a contract by the Board of Lake County Commissioners, hereby affirms under oath pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company (was), (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Lake County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Lake County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below.

A copy of this statement shall be transmitted by the Lake County Auditor to the County Treasurer within thirty days of the date it is submitted. A copy of this statement shall also be incorporated into the contract made between the Board of Lake County Commissioners and _____ and no payment shall be made with respect to any contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax \$ _____

Penalties \$ _____

Interest \$ _____

By: _____

Title: _____

Subscribed in my presence, and sworn to before me, this _____ day of _____, 20__.

NOTARY PUBLIC

APPENDIX G - FORM OF NON-COLLUSION AFFIDAVIT

(To be dated and executed by the successful bidder before the award of the contract)

State of _____)

SS:

County of _____)

Being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) of _____ the party making the foregoing proposal or bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed directly or indirectly with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner directly or indirectly sought by agreement, or collusion or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the County of Lake, or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and, further, that such bidder has not, directly or indirectly, submitted this bid or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof:

Affiant

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public in and for

County, Ohio

My Commission Expires

APPENDIX H - AFFIDAVIT OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13

STATE OF OHIO

COUNTY OF _____

_____, being duly sworn, deposes and states as follows:

1. I am duly authorized to make the statements contained herein on behalf of _____
("the Contracting Party").
2. The Contracting Party is a/an (select one):
 - ☐ Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust.
 - ☐ Corporation organized and existing under the laws of the State of _____.
 - ☐ Labor organization
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I)(3) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J)(3) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification constitutes a felony of the fifth degree pursuant to 3517.992 (R)(3).

Affiant further sayeth naught.

By: _____

Title: _____

SWORN TO BEFORE ME and subscribed in my presence this _____ day of _____, 20__.

Notary Public: _____

My commission expires: _____

SEAL